



CALTRANS ELECTRICIAN I
OPEN
CONTINUOUS FILING

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.					
OPEN	Applications will be accepted on an open basis only.				
CONTINUOUS TESTING	Applications (STD 678) will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off date will be publicized to ensure that applicants have adequate time to complete and submit an application.				
HOW TO APPLY	<p>Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked AFTER THE FINAL FILING DATE and personally delivered or received via interoffice mail AFTER 5:00 P.M. ON THE FINAL FILING DATE WILL BE HELD FOR THE <u>NEXT</u> ADMINISTRATION OF THE EXAMINATION. THE EXAMINATION TITLE <u>MUST</u> BE INDICATED ON THE APPLICATION.</p> <table><tr><td>FILE BY MAIL:</td><td>Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036</td><td>FILE IN PERSON:</td><td>Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1800</td></tr></table> <p>SUBMIT APPLICATIONS ONLY TO THE ADDRESSES INDICATED ABOVE. DO <u>NOT</u> SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF TRANSPORTATION DISTRICT OFFICES. Applications may be obtained at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office, or at www.dot.ca.gov/hq/jobs on the Internet.</p>	FILE BY MAIL:	Department of Transportation Exam Services (MS 86) P.O. Box 168036 Sacramento, CA 95816-8036	FILE IN PERSON:	Department of Transportation 1727 30th Street, 1st Floor Sacramento, CA 95816 (916) 227-1800
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REASONABLE ACCOMMODATION	If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922, or the Exams TDD line at (916) 227-7857/Calnet 498-7857.				
DRUG TESTING REQUIREMENT	To be successful in this examination, you will be required to be tested by urinalysis for the use of illegally obtained drugs. If you fail the drug test, you will be disqualified from this examination and from any future examinations for this or any other State civil service class for which drug testing is required until one year has elapsed from the date the drug test specimen was given. If you fail the drug test because of a drug for which possession would constitute a felony offense under Health and Safety Code Division 10, beginning at Section 11000, you will be disqualified from any future examinations for State civil service peace officer classes for 10 years from the date the test specimen was given.				
SALARY RANGE	\$3577 - \$3926				
WRITTEN TEST DATE	Eligible candidates will be notified by mail approximately 10 days in advance of the written test date.				
REQUIRED IDENTIFICATION	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.				
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the education and/or experience requirements for this examination by the written test date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.</p> <p>NOTE: All applications/resumes must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. <u>Applications/resumes received without this information will be rejected.</u></p>				
MINIMUM QUALIFICATIONS	<p>Possession of a valid Class C driver license. (Applicants who do not possess this license will be admitted to the examination but must secure the license prior to appointment.)</p> <p>Either I</p> <p>Two years in the California state service performing the duties of a Caltrans Electrical Technician.</p> <p>Or II</p> <p>Completion of a recognized apprenticeship as an electrician.(Apprentices who are within six months of completion of their apprenticeship may be admitted to the examination, but they must present evidence of completion of the apprenticeship prior to appointment.)</p> <p>Or III</p> <p>Four years of successful and varied experience in the repair, maintenance and installation of electrical equipment and electronic control devices. An Associate of Arts or Certificate of Arts Degree in Electrical Technology may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination, but must present evidence of completion prior to appointment.)</p>				
ADDITIONAL DESIRABLE QUALIFICATIONS	Possession of a valid and unrestricted Class B or Class A driver license.				
SPECIAL PERSONAL CHARACTERISTICS	Visual and color acuity adequate to successfully perform the essential functions of the job; willingness to work at odd hours and to be available for day or night calls; willingness to stay abreast of current technological changes in the fields of electricity and electronics; willingness to work up to 550 feet above pavement or water and in the midst of traffic; ability to withstand working under adverse (e.g., cold, wet, windy) weather conditions.				
SEE REVERSE SIDE FOR ADDITIONAL INFORMATION					
It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.					
CALTRANS ELECTRICIAN I Q032 – 6938 – 5TR98					
CONTINUOUS FILING DEPARTMENT OF TRANSPORTATION					

POSITION DESCRIPTION	This is the first journey level for the series. In the field and on toll bridges, incumbents independently or with others install, repair and maintain a wide variety of electrical and electronic devices on facilities.
EXAMINATION INFORMATION	<div>This examination will consist of a written test weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70 must be attained.</div> <div>WRITTEN TEST – WEIGHTED 100%</div> <div>Scope:</div> <div>A. Knowledge of:<div><div>1. Theory of electricity and electronics.</div><div>2. Basic terminology, principles, methods, materials, tools and equipment used in the installation, maintenance and repair of electrical and electronic equipment, including solid-state circuits and transistors.</div><div>3. Safety precautions while working with electricity, including the National Electric Code, the Electrical Orders of the Division of Industrial Safety, and CAL/OSHA safety and health regulations.</div></div></div> <div>B. Skill in:<div><div>1. Installing, repairing and maintaining a wide variety of electrical and electronic devices.</div></div></div> <div>C. Ability to:<div><div>1. Communicate at a level required for successful job performance.</div><div>2. Follow directions.</div><div>3. Work with hand tools.</div><div>4. Read electrical schematic drawings and construction blueprints.</div><div>5. Analyze situations and adopt effective courses of action.</div><div>6. Maintain records and make reports.</div><div>7. Interpret plans, and estimate repair costs.</div></div></div>
ELIGIBLE LIST INFORMATION	An open eligible list will be established for the Department of Transportation. Competitors’ eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.
CAREER CREDITS	Career credits will be added to the final score of all competitors who are successful in this examination and who qualify for these credits. IF YOU RECEIVE VETERANS PREFERENCE POINTS, YOU CANNOT ALSO RECEIVE CAREER CREDITS.
VETERANS PREFERENCE POINTS	Veterans preference points will be added to the final score of all competitors who are successful in this examination and who qualify for, and have applied for, these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE PREFERENCE POINTS.

GENERAL INFORMATION

It is the candidate’s responsibility to contact the Caltrans Office of Examination Services in Sacramento at 227-1800, three business days prior to the written test date if he/she has not received his/her notice.

Applications are available at the State Personnel Board in Sacramento, any Employment Development Department office, Department of Transportation district office or at www.dot.ca.gov/hq/jobs on the Internet.

If you meet the requirements, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. All candidates who pass will be ranked according to their scores.

The Department of Transportation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans preference points) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the areas shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) state employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, CA.)

Veterans Preference: California law allows granting of Veterans Preference points in open entrance examinations and open, non-promotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100%-disabled veterans; and 15 points for disabled veterans. Credit in open, non-promotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans preference points are on the veterans preference application (Form 1093) which is available from the State Personnel Board, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 / Calnet 498-7858 or TTY (916) 227-7857 / Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.